United Nations ST/IC/2004/20

Secretariat

25 May 2004

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Revised salary scales for staff in the General Service and related categories at Headquarters**

1. The current procedure for effecting interim adjustments to the salary scales for staff in the General Service and related categories at Headquarters calls for an adjustment in the net salaries of such staff by 90 per cent of the movement of the consumer price index (CPI) for New York, whenever the CPI has increased by 5 per cent or more over the level reached at the time of the previous revision of the salary scale, or every 12 months, whichever comes first.

2. The CPI for the month of April 2004 reflects a 3.71 per cent movement over the April 2003 index. In application of the above-mentioned procedure, the net salaries of staff in the General Service, Language Teacher, Public Information Assistant, Security Service and Trades and Crafts categories will be adjusted upwards by 3.34 per cent, with effect from 1 May 2004.

3. The amount of dependency allowances will be revised, effective 1 May 2004, as follows: $3,562 for dependent spouse, $2,217 for dependent child, $1,307 for secondary dependant and $3,246 for first dependent child of a divorced or single parent, widow or widower.

4. The amounts of the first and second language allowances will be revised, effective 1 May 2004, to $1,848 and $924 net per annum, respectively.

5. It should be noted that the revised amount of $1,307 for a secondary dependant will apply only in respect of a dependant for whom a secondary dependency allowance becomes payable on or after 1 June 2004. The previous amount of $1,318 remains payable to eligible staff, in respect of recognized secondary dependants, by decision effective before 1 June 2004.

6. The implementation of the revised salary scales, which are contained in the annex to the present circular, will be effective 1 May 2004 and will be reflected in the end of June 2004 payroll.

* The present circular, which cancels and supersedes circular ST/IC/2003/33 dated 27 May 2003, will be in effect until further notice.

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Annex

Salary scales for staff in the General Service and related categories at Headquarters

A. Salary scale for staff in the General Service category at Headquarters

(United States dollars)

Effective 1 May 2004

		STEPS										
Level		*I*	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*
7	(Gross)	58 335	60 709	63 203	65 697	68 191	70 686	73 180	75 674	78 168	80 662	83 157*
	(Gross pension)	56 920	59 155	61 389	63 623	65 858	68 132	70 458	72 782	75 107	77 433	79 758*
	(Total net)	45 168	46 889	48 610	50 331	52 052	53 773	55 494	57 215	58 936	60 657	62 378*
	(Net pension)	45 168	46 889	48 610	50 331	52 052	53 773	55 494	57 215	58 936	60 657	62 378*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
6	(Gross)	52 547	54 647	56 747	58 847	61 016	63 268	65 520	67 772	70 025	72 277	74 529*
	(Gross pension)	51 354	53 373	55 390	57 408	59 427	61 443	63 462	65 481	67 514	69 614	71 714*
	(Total net)	40 885	42 439	43 993	45 547	47 101	48 655	50 209	51 763	53 317	54 871	56 425*
	(Net pension)	40 885	42 439	43 993	45 547	47 101	48 655	50 209	51 763	53 317	54 871	56 425*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
5	(Gross)	47 285	49 185	51 085	52 985	54 885	56 785	58 685	60 828	62 665	64 703	66 741*
	(Gross pension)	46 297	48 123	49 948	51 774	53 600	55 426	57 252	59 079	60 905	62 731	64 554*
	(Total net)	36 991	38 397	39 803	41 209	42 615	44 021	45 427	46 833	48 239	49 645	51 051*
	(Net pension)	36 991	38 397	39 803	41 209	42 615	44 021	45 427	46 833	48 239	49 645	51 051*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
4	(Gross)	42 550	44 269	45 988	47 707	49 426	51 145	52 864	54 582	56 301	58 020	59 739*
	(Gross pension)	41 745	43 397	45 049	46 702	48 356	50 008	51 661	53 313	54 965	56 619	58 271*
	(Total net)	33 487	34 759	36 031	37 303	38 575	39 847	41 119	42 391	43 663	44 935	46 207*
	(Net pension)	33 487	34 759	36 031	37 303	38 575	39 847	41 119	42 391	43 663	44 935	46 207*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
3	(Gross)	38 295	39 794	41 345	42 904	44 464	46 023	47 582	49 142	50 701	52 261	53 820*
	(Gross pension)	37 594	39 092	40 590	42 089	43 587	45 085	46 584	48 081	49 580	51 079	52 576*
	(Total net)	30 287	31 441	32 595	33 749	34 903	36 057	37 211	38 365	39 519	40 673	41 827*
	(Net pension)	30 287	31 441	32 595	33 749	34 903	36 057	37 211	38 365	39 519	40 673	41 827*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
2	(Gross)	34 566	35 923	37 281	38 638	39 995	41 407	42 819	44 231	45 643	47 055*	
	(Gross pension)	33 865	35 221	36 578	37 935	39 291	40 648	42 006	43 362	44 719	46 075*	
	(Total net)	27 416	28 481	29 506	30 551	31 596	32 641	33 686	34 731	35 776	36 821*	
	(Net pension)	27 416	28 481	29 506	30 551	31 596	32 641	33 686	34 731	35 776	36 821*	
	(NPC)	0	0	0	0	0	0	0	0	0	0*	
1	(Gross)	31 186	32 413	33 640	34 868	36 095	37 322	38 549	39 777	41 048*		
	(Gross pension)	30 642	31 807	32 972	34 168	35 392	36 618	37 845	39 069	40 295*		
	(Total net)	24 813	25 758	26 703	27 648	28 593	29 538	30 483	31 428	32 373*		
	(Net pension)	24 813	25 758	26 703	27 648	28 593	29 538	30 483	31 428	32 373*		
	(NPC)	0	0	0	0	0	0	0	0	0*		

Dependency allowances (US$ net per annum):

Child	2 217
Except for the first dependent child of a single, widowed or divorced staff member	3 246
Dependent spouse	3 562
Secondary dependant	1 307 (for staff who become eligible on or after 1 June 2004) 1 318 (for staff on board and already in receipt of amount prior to 1 June 2004)

Language allowances (to be included in pensionable remuneration) (US$ net per annum):

First language	1 848
Second language	924

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

* Long-service step:
Step XI at levels G-3 to G-7, step X at level G-2 and step IX at level G-1 are long-service steps.

The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;
(b) The staff member's service should have been satisfactory.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Net pension: Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e. 100 per cent of total net salaries.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

NPC: Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

B. Salary scale for staff in the Language Teacher category at Headquarters

(United States dollars)

Effective 1 May 2004

Level		*STEPS*										
		I	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII**
Language Teacher	(Gross)	63 359	65 648	67 936	70 225	72 513	74 801	77 090	79 378	81 667	83 955	86 243	88 532
	(Gross pension)	61 524	63 576	65 627	67 701	69 834	71 969	74 104	76 238	78 372	80 507	82 641	84 775
	(Total net)	48 718	50 297	51 876	53 455	55 034	56 613	58 192	59 771	61 350	62 929	64 508	66 087
	(Net pension)	48 718	50 297	51 876	53 455	55 034	56 613	58 192	59 771	61 350	62 929	64 508	66 087
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

Work schedule: the yearly schedule of work consists of three terms of 13 weeks each. There is a summer recess and there are scheduled breaks between terms. Leave taken during the recess and the breaks in excess of the annual leave entitlement provided in the Staff Rules is treated as special leave with pay.

Dependency allowances (US$ net per annum):

Child	2 217
Except for the first dependent child of a single, widowed or divorced staff member	3 246
Dependent spouse	3 562
Secondary dependant	1 307 (for staff who become eligible on or after 1 June 2004) 1 318 (for staff on board and already in receipt of amount prior to 1 June 2004)

Language allowances: not entitled.

- Long-service step:
  The qualifying criteria for in-grade increases to the long-service step are as follows:
  (a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;
  (b) The staff member's service should have been satisfactory.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Net pension: Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e. 100 per cent of total net salaries.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

NPC: Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

C. Salary scale for staff in the Public Information Assistant category at Headquarters

(United States dollars)

Effective 1 May 2004

Level		*STEPS*				
		I	*II*	*III*	*IV*	*V*
Tour Coordinator/Supervisor and Briefing Assistant*	(Gross)	51 423	53 976	56 528	59 081	61 752
	(Gross pension)	50 276	52 729	55 180	57 634	60 085
	(Total net)	40 053	41 942	43 831	45 720	47 609
	(Net pension)	40 053	41 942	43 831	45 720	47 609
	(NPC)	0	0	0	0	0
Public Information Assistant II and Tour Coordinator	(Gross)	45 251	47 220	49 189	51 158	53 127
	(Gross pension)	44 348	46 239	48 129	50 020	51 912
	(Total net)	35 486	36 943	38 400	39 857	41 314
	(Net pension)	35 486	36 943	38 400	39 857	41 314
	(NPC)	0	0	0	0	0
Public Information Assistant I	(Gross)	41 492	43 291			
	(Gross pension)	40 734	42 461			
	(Total net)	32 704	34 035			
	(Net pension)	32 704	34 035			
	(NPC)	0	0			

* Includes Briefing Assistant as at 1 September 1991.

Reserve guides are paid by the day in accordance with the above rates.

Increments: salary increments within the levels shall be effective on the first day of the pay period in which satisfactory service requirements are completed, as follows:

Public Information Assistant I	6 months
Public Information Assistant II	12 months

No increments shall be paid in the case of staff members whose service will cease during the month in which the increment would ordinarily have been due.

Dependency allowances (US$ net per annum):

Child	2 217
Except for the first dependent child of a single, widowed or divorced staff member	3 246
Dependent spouse	3 562
Secondary dependant	1 307 (for staff who become eligible on or after 1 June 2004) 1 318 (for staff on board and already in receipt of amount prior to 1 June 2004)

Language allowances: not entitled.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension:	Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.
Net pension:	Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e. 100 per cent of total net salaries.
Total net:	Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.
NPC:	Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

D. Salary scale for staff in the Security Service category at Headquarters

(United States dollars)

Effective 1 May 2004

		STEPS												
Level		*I*	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*	*XIII*
7	(Gross)	75 867	78 861	81 855	84 849	87 843	90 838	93 832	96 826	99 820*				
	(Gross pension)	72 972	75 762	78 553	81 344	84 134	86 924	89 716	92 506	95 297*				
	(Total net)	57 348	59 414	61 480	63 546	65 612	67 678	69 744	71 810	73 876*				
	(Net pension)	57 348	59 414	61 480	63 546	65 612	67 678	69 744	71 810	73 876*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
6	(Gross)	70 199	72 986	75 772	78 559	81 346	84 133	86 920	89 707	92 494*				
	(Gross pension)	67 670	70 271	72 871	75 471	78 071	80 670	83 270	85 871	88 470*				
	(Total net)	53 437	55 360	57 283	59 206	61 129	63 052	64 975	66 898	68 821*				
	(Net pension)	53 437	55 360	57 283	59 206	61 129	63 052	64 975	66 898	68 821*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
5	(Gross)	64 486	67 075	69 665	72 255	74 845	77 435	80 025	82 614	85 204*				
	(Gross pension)	62 538	64 857	67 182	69 598	72 012	74 427	76 842	79 258	81 673*				
	(Total net)	49 495	51 282	53 069	54 856	56 643	58 430	60 217	62 004	63 791*				
	(Net pension)	49 495	51 282	53 069	54 856	56 643	58 430	60 217	62 004	63 791*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
4	(Gross)	58 774	61 061	63 436	65 812	68 187	70 562	72 938	75 313	77 688*				
	(Gross pension)	57 345	59 474	61 601	63 728	65 856	68 019	70 234	72 448	74 662*				
	(Total net)	45 493	47 132	48 771	50 410	52 049	53 688	55 327	56 966	58 605*				
	(Net pension)	45 493	47 132	48 771	50 410	52 049	53 688	55 327	56 966	58 605*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
3	(Gross)	55 032	56 772	58 511	60 268	62 133	63 999	65 864	67 729	69 594	71 459	73 325*		
	(Gross pension)	53 752	55 422	57 092	58 762	60 432	62 102	63 772	65 443	67 112	68 850	70 589*		
	(Total net)	42 724	44 011	45 298	46 585	47 872	49 159	50 446	51 733	53 020	54 307	55 594*		
	(Net pension)	42 724	44 011	45 298	46 585	47 872	49 159	50 446	51 733	53 020	54 307	55 594*		
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*		
2	(Gross)	49 622	51 192	52 762	54 332	55 903	57 473	59 043	60 658	62 342	64 026	65 710	67 394	69 078*
	(Gross pension)	48 547	50 056	51 564	53 072	54 581	56 088	57 597	59 106	60 614	62 122	63 631	65 140	66 648*
	(Total net)	38 720	39 882	41 044	42 206	43 368	44 530	45 692	46 854	48 016	49 178	50 340	51 502	52 664*
	(Net pension)	38 720	39 882	41 044	42 206	43 368	44 530	45 692	46 854	48 016	49 178	50 340	51 502	52 664*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0	0*
1	(Gross)	44 191	45 599											
	(Gross pension)	43 327	44 680											
	(Total net)	34 701	35 743											
	(Net pension)	34 701	35 743											
	(NPC)	0	0											

Dependency allowances (US$ net per annum)

Child	2 213
Except for the first dependent child of a single, widowed or divorced staff member	3 246
Dependent spouse	3 562
Secondary dependant	1 307 (for staff who become eligible on or after 1 June 2004) 1 318 (for staff on board and already in receipt of amount prior to 1 June 2004)

Language allowances (to be included in pensionable remuneration) (US$ net per annum)

First language	1 848
Second language	924

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

* Long-service step

Step IX at levels S-4 to S-7, step XI at level S-3 and step XIII at level S-2 are long-service steps.

The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Net pension: Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e. 100 per cent of total net salaries.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

NPC: Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

E. Salary scale for staff in the Trades and Crafts category at Headquarters

(United States dollars)

Effective 1 May 2004

Level		STEPS						
		I	II	III	IV	V	VI	VII*
TC-8	(Gross)	71 628	74 151	76 674	79 197	81 720	84 243	86 767
	(Gross pension)	69 008	71 362	73 715	76 069	78 422	80 776	83 129
	(Total net)	54 423	56 164	57 905	59 646	61 387	63 128	64 869
	(Net pension)	54 423	56 164	57 905	59 646	61 387	63 128	64 869
	(NPC)	0	0	0	0	0	0	0
TC-7	(Gross)	67 077	69 457	71 836	74 216	76 596	78 975	81 355
	(Gross pension)	64 858	66 992	69 205	71 423	73 641	75 860	78 078
	(Total net)	51 283	52 925	54 567	56 209	57 851	59 493	61 135
	(Net pension)	51 283	52 925	54 567	56 209	57 851	59 493	61 135
	(NPC)	0	0	0	0	0	0	0
TC-6	(Gross)	62 525	64 758	66 991	69 225	71 458	73 691	75 925
	(Gross pension)	60 786	62 786	64 786	66 786	68 852	70 933	73 013
	(Total net)	48 142	49 683	51 224	52 765	54 306	55 847	57 388
	(Net pension)	48 142	49 683	51 224	52 765	54 306	55 847	57 388
	(NPC)	0	0	0	0	0	0	0
TC-5	(Gross)	58 123	60 074	62 161	64 248	66 335	68 422	70 509
	(Gross pension)	56 712	58 583	60 453	62 325	64 195	66 066	67 970
	(Total net)	45 011	46 451	47 891	49 331	50 771	52 211	53 651
	(Net pension)	45 011	46 451	47 891	49 331	50 771	52 211	53 651
	(NPC)	0	0	0	0	0	0	0
TC-4	(Gross)	53 893	55 704	57 515	59 326	61 219	63 161	65 103
	(Gross pension)	52 647	54 387	56 127	57 869	59 609	61 350	63 091
	(Total net)	41 881	43 221	44 561	45 901	47 241	48 581	49 921
	(Net pension)	41 881	43 221	44 561	45 901	47 241	48 581	49 921
	(NPC)	0	0	0	0	0	0	0
TC-3	(Gross)	49 653	51 331	53 009	54 688	56 366	58 045	59 723
	(Gross pension)	48 575	50 187	51 798	53 411	55 023	56 636	58 248
	(Total net)	38 743	39 985	41 227	42 469	43 711	44 953	46 195
	(Net pension)	38 743	39 985	41 227	42 469	43 711	44 953	46 195
	(NPC)	0	0	0	0	0	0	0
TC-2	(Gross)	45 434	46 972	48 509	50 047	51 585	53 123	54 661
	(Gross pension)	44 517	45 994	47 472	48 950	50 429	51 908	53 386
	(Total net)	35 621	36 759	37 897	39 035	40 173	41 311	42 449
	(Net pension)	35 621	36 759	37 897	39 035	40 173	41 311	42 449
	(NPC)	0	0	0	0	0	0	0
TC-1	(Gross)	41 174	42 578	43 982	45 386	46 791	48 195	49 599
	(Gross pension)	40 429	41 778	43 126	44 474	45 822	47 170	48 518
	(Total net)	32 469	33 508	34 547	35 586	36 625	37 664	38 703
	(Net pension)	32 469	33 508	34 547	35 586	36 625	37 664	38 703
	(NPC)	0	0	0	0	0	0	0

Dependency allowances (US$ net per annum):

Child	2 217
Except for the first dependent child of a single, widowed or divorced staff member	3 246
Dependent spouse	3 562
Secondary dependant	1 307 (for staff who become eligible on or after 1 June 2004) 1 318 (for staff on board and already in receipt of amount prior to 1 June 2004)

Language allowances (to be included in pensionable remuneration) (US$ net per annum):

First language	1 848
Second language	924

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

* Long-service step:
The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

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Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Net pension: Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e. 100 per cent of total net salaries.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

NPC: Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.